



Human Resources Department Employee Policy and Procedure

Personal Identification Privacy Policy

Policy Statement

In compliance with the Michigan Public Act 454 (the Social Security Number Privacy Act) and the Fair and Accurate Credit Transactions (FACT) Act, Macomb Township has adopted a Personal Identification Privacy Policy. Under this policy, Macomb Township holds all authorized employees with access to any employee or applicant's social security number and other personal identification information (e.g. credit card numbers, bank account numbers) in the course of their employment to the highest level of responsibility, integrity, and ethical conduct.


Only authorized personnel may access records and/or documents containing social security numbers and personal identification information. Any employee or individual that accesses social security data or other personal identification information without authorization or for illegal purposes is subject to disciplinary action, up to and including termination of employment. Further, local authorities will be contacted for the purpose of prosecution should access be suspected for illegal purposes.

Note: Social security numbers and other personal identification information are generally exempt from the Freedom of Information Act (FOIA).

Procedure

All documents and records containing social security numbers and personal information will be kept in a secure environment with "need-to-know" access by authorized personnel. When necessary, documents containing social security numbers and personal identification information will be properly destroyed through shredding, burning, or by other means before disposal.

Any questions or concerns regarding social security numbers and/or personal information should be directed to the Director of Human Resources.

Effective Date: 01/01/06		Policy Number: 06.12.01	
		Approval Date: 10/05/05	
Subject:	Personal Identification Privacy Policy		
	Approvals:		
	John D. Brennan, Township Supervisor		
	John F. Brogowicz, Human Resources Director		